

PREQUALIFICATION

Navigating through the Contract
Compliance and Certification System
(CCCS)

The Contract Compliance & Certification System is located on the Human Relations Website at www.louisvilleky.gov/humanrelations

Google... homepage - Human Re... X

m.LouisvilleKY.gov Get our mobile apps

Font size: A A A Translate: [Flags]

Enter the **Contract Compliance & Certification System** by clicking here...

Resident Metro Council Departments Services Data & Maps

LouisvilleKy.gov Home >> Human Relations

Map It

Map City Services

Enter an address:
(e.g., 410 S Fifth Street)

Click... Map It!

Human Relations

Human Relations

- Our Mission
- Our Boards
- Enforcement Services
- Equal Opportunity Services
- Our Citizen's Advocate
- Race and Relations Conference
- Reports and Publications
- Disability-Accessibility Complaint Portal
- I Want To
- News
- Open Records Requests
- Contact

Contract Compliance and Certification System Log-In

Vendor Directory

Become a Prequalified Vendor

Become a Certified Vendor

Become a Registered Vendor

Contract Compliance and Certification System details

Find a Certified Vendor

File a Discrimination Complaint

Post Award Packet

I Want To...

- Access the Contract Compliance and Certification System
- Become a Prequalified Vendor
- Become a Certified Vendor
- File a Discrimination Complaint
- Find a Certified Vendor
- View All

News

- View All
- Go To Metro Newsroom

Calendar

- September 9 - Human Relations Commission Advocacy Board Meeting
- View All Department Items
- Go To Metro Calendar

Get Involved

- Serve On a Board or Commission
- View All
- Metro Get Involved Opportunities

About Us

Mayor's STRATEGIC PLAN

Has Discrimination Locked Your Chair? 574-3631

¿Estás excluido por la discriminación? 574-3631

On li vet diskriminacija zatvara? 574-3631

HAY BAO CAO SU THO OHEY 574-3631

Report Hate Prijavi Mraznja 574-3631

The Louisville Metro Human Relations Commission seeks to be a bridge among the many ethnic, racial, and religious groups in Louisville.

We also ensure that groups in Louisville participate in civic activities and have a voice in the community by bringing awareness of the diversity of our population and the fundamental need to blend these diverse

[Residents](#) [Business](#) [Visitors](#) [Mayor](#) [Metro Council](#) [Departments](#) [Services](#) [Data & Maps](#)[LouisvilleKy.gov Home](#) >> [Human Relations](#) >> [Contract Compliance and Certification System](#)**Human Relations****Human Relations**

- [Our Mission](#)
- [Our Boards](#)
- [Enforcement Services](#)
- [Equal Opportunity Services](#)
- [Our Citizen's Advocate](#)
- [Race and Relations Conference](#)
- [Reports and Publications](#)
- [I Want To](#)
- [News](#)
- [Open Records Requests](#)
- [Contact](#)

LouisvilleKY.gov Links

- [Find Metro Departments](#)
- [Employment Opportunities](#)
- [How can we improve your city website?](#)

Contract Compliance and Certification System

Welcome to Louisville Metro Human Relations Commission's (HRC) Contract Compliance and Certification System (CCCS).

In an effort to improve our services to the general public and other Metro departments, this system has been created to automate and streamline the collection and reporting of information necessary to do business with Louisville Metro Government.

This system will provide us more efficiency in capturing and ensuring compliance with the following:

- Certifying businesses as Minority, Female, or Handicapped-Owned Business Enterprises in accordance to LMCO § 37.66 and, if approved, list them in our certified directory
- Prequalifying those persons, firms, corporations, and associations to ensure the entity is not deficient in the utilization of minority groups, females, or handicapped persons in accordance to LMCO §37.27
- Ensuring contractors provide their best good faith efforts to utilize subcontractors that are Minority, Female or Handicapped-Owned, if the procurement situation includes the use of subcontractors in accordance to LMCO § 37.67.

Click here to become Prequalified

Username:

Password:

☐ Remember username

Login

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
- [Password Reminder/Reset](#)
- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)



1. Call 3-1-1
2. [Most popular questions](#)
3. [How may we help you?](#)

Most Popular Departments Popular Links

- [Human Resources/Jobs](#)
- [Metro Police](#)
- [Metro Corrections](#)
- [Health & Wellness](#)

- [News & Events](#)
- [Traffic Cameras](#)
- [Weather Forecast](#)

Popular Programs

For New Companies Entering the Contract Compliance and Certification System (CCCS)

LouisvilleKy.gov

Residents Business Visitors Mayor Metro Council Departments Services Data & Maps

LouisvilleKy.gov Home >> Human Relations >> Contract Compliance and Certification System

Human Relations

Human Relations

- [Our Mission](#)
- [Our Board](#)
- [Enforcement Services](#)
- [Community Relations](#)
- [Employee Relations](#)
- [Records and Publications](#)
- [I Want To](#)
- [News](#)
- [Open Records Requests](#)
- [Contact](#)

LouisvilleKY.gov Links

- [Find Metro Departments](#)
- [Employment Opportunities](#)
- [How can we improve your city website?](#)

Contract Compliance and Certification System

Louisville Metro Government HRC Vendor Prequalification

Thank you for your interest in doing business with Louisville Metro Government Human Relations Commission (HRC)!

Using our new Contract Compliance and Certification System (CCCS), the registration process takes only a couple of minutes. After registering your entity, you will automatically be logged into the system and directed to our Prequalification Application.

Only persons, firms, corporations and associations ("entities") that meet the Louisville Metro Government procurement policy threshold of \$20,000 or above must be a prequalified vendor. Prequalification is the process used to verify your entity is an equal opportunity employer and that you're properly utilizing minority, female and handicapped employees in your place of business.

If your entity meets our requirements for prequalification we strongly encourage you to complete the Registration and Prequalification Application process.

Prequalified Vendors may receive notification of bid opportunities with Louisville Metro Government. Bidders are encouraged to [view procurement opportunities and download bid documents at NO COST on a regular basis.](#)

Should you have any questions or require additional information, feel free to contact the Human Relations Commission via email at hrc@louisvilleky.gov or contact the Help Desk for assistance using CCCS [online](#) or by email at louisvilleky@diversitycompliance.com. Thank you for your cooperation.

Need Help?

[Does My Firm Need to be Prequalified?](#)
[Sign up for a Training Class](#)

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
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- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
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- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)

To continue, please select one option below.

Option 1

NEW Prequalification

You want to become Prequalified with Louisville Metro Government.

[Create Account](#)

Option 2

Renew or Update Prequalification

Your entity is already Prequalified or Certified with Louisville Metro Government and you know your username and password to renew or update your information.

[Login](#)

Your entity is already Prequalified or Certified with Louisville Metro Government but you can't remember your username or password.

[Lookup Account](#)

Click here...

After creating an account, you will be directed to the Vendor Prequalification Application. If you login to an existing account, click "Submit Prequalification Application" to the right of the "Dashboard".

There are 2-steps you must complete to Prequalify your company:

1. Create an account

- Estimate of 2-3 minutes to complete
- Have Tax Id # ready to be entered

2. Prequalify your company

- Estimate of 3 – 5 minutes to complete
- Have the following ready to be entered:
 - Tax Revenue #
 - Commodity Code(s)
 - # of employees
 - # of minority employees and the # of female employees
 - Workforce Breakdown

This will be explained, in detail, later in the presentation

"Create Account" Form

To help us better serve you, Please answer all questions

Enter your **TAX ID #**,
Then click
Lookup
To see if your account is
already in the system

Contract Compliance and Certification System - LouisvilleKy.gov - Windows Internet Explorer provided by Louis

louisvillekydiversitycompliance.com/Vendor/Registration/VendorRegistrationStart.asp?TN=louisvilleky&XID=5302&R=Questionnaire

Human Relations - Contract Compliance and Cer...

Residents Business Visitors Mayor Metro Council Departments Services Data & Maps

LouisvilleKy.gov Home >> Human Relations >> Contract Compliance and Certification System

Contract Compliance and Certification System

Human Relations

- Our Mission
- Our Boards
- Enforcement Services
- Equal Opportunity Services
- Our Citizen's Advocate
- Race and Relations Conference
- Reports and Publications
- I Want To...

Create Account

Please fill in the information below. The account creation process takes only a couple of minutes, and all information can be updated at any time after registration. You will then be automatically directed to the start of the application form.

Important Note: If you received any form of notice from us regarding this system, an account may have been pre-configured for you. **Please look up your business to see if an account already exists.** You can also check with [Customer Service](#) before registering to check for an existing account. **If you are currently certified then your firm is already in the system.**

If you have questions about this registration process or need more information, please contact [Customer Service](#).

*** required entry**

Section 1: Business Lookup

Tax ID Number * [Click to Lookup](#)
(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

Business Name *

DBA Name

Company Type *

Company Ethnicity

Company Gender

Section 3: Business Contact Information

Main Company Email *

Main Phone * Ext.

Main Fax *

Company Web Site

Company Address *

City *

State/Province * or

Zip Code/Postal Code * or

Country *

System Links

- Home/Login
- Find a Certified Business
- Become a Certified Company
- Louisville Metro Government Vendor Directory
- Become a Prequalified Vendor or Contractor
- Become a Registered Vendor
- Upcoming Training & Events
- Contact Support/Help Desk
- Account Lookup
- Password Reminder/Reset
- Help/First Time Visitors

I Want To...

- Find Good Faith Effort Paperwork
- File a Discrimination Complaint
- New Policy Changes for PSCs and Vendor Set-Up
- View All

You will only see this warning page...

If your account is already in the system

This helps prevent duplicate accounts in the system.



Residents Business Visitors Mayor Metro Council Department

LouisvilleKy.gov Home >> Human Relations >> Contract Compliance and Certification System

Human Relations

Human Relations

- [Our Mission](#)
- [Our Boards](#)
- [Enforcement Services](#)
- [Equal Opportunity Services](#)
- [Our Citizen's Advocate](#)
- [Race and Relations Conference](#)
- [Reports and Publications](#)
- [I Want To](#)
- [News](#)
- [Open Records Requests](#)
- [Contact](#)

LouisvilleKY.gov Links

- [Find Metro Departments](#)
- [Employment Opportunities](#)
- [How can we improve your city website?](#)

Contract Compliance and Certification System

*** WARNING ***

The information entered EXACTLY matches one or more existing vendors in the system.

Because of the quality of this match, you may not create another vendor account with this information. You may have previously registered, or an account has already been set up for you. If your name appears, an account already exists and you can trigger a username/password reminder.

Please contact Technical Support for further assistance if you believe that this notice has been displayed in error. You can also lookup your account by clicking the button below.

[Lookup Account](#)

[Contact Technical Support](#)

Exact Matches

Business

Contact Person

Kydjor, Inc.

[\[Request New User\]](#)

» Pam Horne

[\[Username/Password Reminder\]](#)

[\[Change Info\]](#)

S: [redacted]@hell.com
P: 502-555-9898 F: 502-555-9898
A: 123 Nubian Way, Louisville, KY

Business Information

[Edit](#)

Tax ID Number 656565656

WARNING: The information entered EXACTLY matches one or more existing vendors in the system. Because of the quality of this match, you may not create another vendor account with this information.

[Edit Data](#)

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
- [Password Reminder/Reset](#)
- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)

If your company is already in the system....

nan Relations - Contract Compliance and Cer...

Page Safety Tools



Residents Business Visitors Mayor Metro Council Departments Services Data & Maps

LouisvilleKy.gov Home >> Human Relations >> Contract Compliance and Certification System

Human Relations

Human Relations

- [Our Mission](#)
- [Our Boards](#)
- [Enforcement Services](#)
- [Equal Opportunity Services](#)
- [Our Citizen's Advocate](#)
- [Race and Relations Conference](#)
- [Reports and Publications](#)
- [I Want To](#)
- [News](#)
- [Open Records Requests](#)
- [Contact](#)

Contract Compliance and Certification System

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Please contact Technical Support for further assistance if you believe that this notice has been displayed in error. You can also lookup your account by clicking below.

[Lookup Account](#)

[Contact Technical Support](#)

Exact Matches

Business

Kydjor, Inc.

Contact Person

» Pam Morne

E: [Redacted]
P: 502-555-9898 F: 502-555-9898
A: 123 Nubian Way, Louisville, KY

[\[Request New User\]](#)

[\[Username/Password Reminder\]](#)

[\[Change Info\]](#)

Business Information

[Edit](#)

Tax ID Number 656565656

WARNING: The information entered EXACTLY matches one or more existing vendors in the system. Because of the quality of this match, you may not create another vendor account with this information.

[Edit Data](#)

You may click "[Home/Login](#)"

Enter your username/password to see your company's information (including latest Registration/Prequalification status)

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)

If you can't remember your Username/Password
Click here...

If none of the matches is your company, Click "[Contact Technical Support](#)" for assistance



Most Popular Departments Popular Links

- [Human Resources/Jobs](#)
- [News & Events](#)
- [Metro Online](#)
- [Traffic Camera](#)

However, if your company is new to the CCCS system...

**Continue with the
“Create Account”
Online Form**

- Equal Opportunity Services
- Our Citizen's Advocate
- Race and Relations Conference
- Reports and Publications
- I Want To
- News
- Open Records Requests

Contract Compliance and Certification System

[Create Account](#)

Please fill in the information below. The account creation process takes only a couple of minutes, and all information can be updated at any time after registration. You will then be automatically directed to the start of the application form.

Important Note: If you received any form of notice from us regarding this system, an account may have been pre-configured for you. Please [look up](#) your business to see if an account already exists. You can also check with [Customer Service](#) before registering to check for an existing account. If you are currently certified then your firm is already in the system.

If you have questions about this registration process or need more information, please contact [Customer Service](#).

Section 1: Business Lookup

Tax ID Number * Enter your firm's Tax ID Number and click Lookup to check if an account already exists.
 117258654 [Click to Lookup](#)
(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

Business Name * Kydior, Inc.

DBA Name

Company Type * Corporation ▼

Company Ethnicity Caucasian ▼

Company Gender Male ▼

Section 3: Business Contact Information

Main Company Email * stella.dorsey@louisvilleky.gov

Main Phone * 502 555-5555 Ext.

Main Fax * 502 556-5556

Company Web Site

Company Address * 123 Welcome Blvd.

City * Louisville

State/Province * U.S. States/Provinces Canadian Provinces
 KY ▼ or ▼

Zip Code/Postal Code * U.S. Zip Code Canadian Postal Code
 40202 - or

Country * United States ▼

Section 4: Company Contact Person

Name * Stella Dorsey

Title

Email/Username * [\(Copy from above\)](#)
 stella.dorsey@louisvilleky.gov

Phone Number * [\(Copy from above\)](#)
 502 555-5555 Ext.

Fax Number * [\(Copy from above\)](#)
 502 556-5556

Choose password * ***** [Strength Sufficient](#)

Password requirements:

- Must be at least 6 characters long

Your Password * ***** [Passwords Match](#)

Time Zone * US/Eastern ▼

[Next](#)

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
- [Password Reminder/Reset](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)

Once all information is entered, click, “Next”

Next



Then, review the information you have entered

- Human Relations
- Human Relations
 - Our Mission
 - Our Boards
 - Enforcement Services
 - Equal Opportunity Services
 - Our Citizen's Advocate
 - Race and Relations Conference
 - Reports and Publications
 - I Want To
 - News
 - Open Records Requests
 - Contact

- LouisvilleKY.gov Links
 - Find Metro Departments
 - Employment Opportunities
 - How can we improve your city website?

Contract Compliance and Certification System

Create an Account

Please confirm your registration information. If you need to make changes, click **Edit** in the appropriate table.

Business Information		Edit
Business name	Kydjor, Inc.	
DBA name		
Tax ID Number	117258654	
Company Type	Corporation	
Company Ownership	Caucasian	
Ethnicity		
Company Ownership	Male	
Gender		

Business Contact Information		Edit
Email	[REDACTED]@louisvilleky.gov	
Phone	502-555-5555	
Fax	502-555-5556	
Web Site		
Address	123 Welcome Blvd. Louisville, KY 40202	

Company Contact Person		Edit
Name	[REDACTED]	
Title		
Username	stella.dorsey@louisvilleky.gov	
Email	stella.dorsey@louisvilleky.gov	
Phone	502-555-5555	
Fax	502-555-5556	
Time Zone	US/Eastern	

☒ I would like to create an account in this system.

Next

Edit

System Links

- Home/Login
- Find a Certified Business
- Become a Certified Company
- Louisville Metro Government Vendor Directory
- Become a Prequalified Vendor or Contractor
- Become a Registered Vendor
- Upcoming Training & Events
- Contact Support/Help Desk
- Account Lookup
- Password Reminder/Reset
- Help/First Time Visitors

I Want To...

- Find Good Faith Effort Paperwork
- File a Discrimination Complaint
- New Policy Changes for PSCs and Vendor Set-Up
- View All

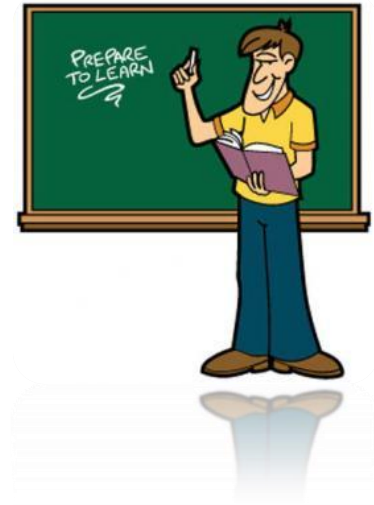
Confirm that you would like to create an account with the information entered by clicking the checkbox, here...

Click, "Next"

Your Account is now created. The next step will be to start your Online **Prequalification** Application...

But first...

Let's discuss



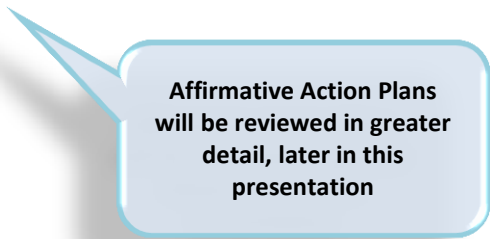
What is Prequalification?

Prequalification

Purpose:

Louisville Metro Government (LMG) wants to ensure employment opportunities generated directly or indirectly by LMG, are equally available to all citizens.

Therefore, prior to doing business with LMG, an Affirmative Action Plan is requested of all contractors and vendors.



**Affirmative Action Plans
will be reviewed in greater
detail, later in this
presentation**

**Now, back to the
Online Prequalification Form**

Your Account has been created. Now, you may Prequalify...

Human Relations - Contract Compliance and Cer...

Vendor Registration/Prequalification: Start [Help & Tools](#)

Business Name: Kydjjor, Inc.

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Workforce Composition/EEO](#) | [Registrations/Prequalifications](#)

Available Vendor Registrations/Prequalifications

Questionnaire	Description
Louisville Metro Government HRC Vendor Prequalification	Prequalify to do business with Louisville Metro Government
Louisville Metro Government HRC Vendor Registration	Register to do business with Louisville Metro Government

[Return to List](#)

logged on as: Kydjjor, Inc.

[Customer Support](#)

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[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)



Home

View >>

Search >>

Message >>

Settings >>

Help & Support >>

Logout

[Show All](#)[Hide All](#)

Logged on as:

Kydjor, Inc.

Vendor Registration/Prequalification: Review Status

Help & Tools

Business Name: Kydjor, Inc.

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)[Certifications](#) | [Workforce Composition/EEO](#) | [Registrations/Prequalifications](#)View [Does My Firm Need to be Prequalified?](#) to determine if your firm is required to be prequalified.

Vendor Registration/Prequalification



Name	Louisville Metro Government HRC Vendor Prequalification
Description	Prequalify to do business with Louisville Metro Government

Your account is in order and you can proceed with Vendor Registration/Prequalification. Click **Start Vendor Registration/Prequalification** below to continue.

Click here...

Start Vendor Registration/Prequalification

Cancel

Some information will be automatically transferred from your "Create Account" form

Note: In order to submit your Prequalification Application with Louisville Metro Government, you must attach in electronic format the supporting documents listed below. Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.

* required entry

Vendor Registration/Prequalification

Louisville Metro Government HRC Vendor Prequalification
Prequalify to do business with Louisville Metro Government

Make sure to add
your company's
commodity codes.
See the list by
clicking here...

stella.dorsey@louisvilleky.gov

stella.dorsey@louisvilleky.gov

117258654 (Federal Tax ID)

Corporation

Add Commodity Codes

Click the Add Commodity Codes button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.

NAICS 23822

Commercial and Institutional Building Construction (Remove)

Business Profile

Louisville Metro Revenue Commission Tax Account Number *

Not registered with the Revenue Commission? Register at <https://www.metrorevenueservices.org/Registration/> to obtain your Tax Account Number.

147258369

Company Category *

- ☒ Construction
- ☐ Service
- ☐ Supplier
- ☐ Construction-Management
- ☐ Manufacturer
- ☐ Other

Workforce Reporting *

- ☒ Company-wide
- ☐ Facility
- ☐ Division
- ☐ Operation

Number of Minority Employees *

25

Number of Female Employees *

5

Total Number of Employees *

100

Business Classification *

Please select all that apply to your firm

- ☐ Not Applicable
- ☐ Small Business
- ☒ Local Business
- ☐ Minority Owned Business
- ☐ Women Owned Business
- ☐ Disabled Owned Business
- ☒ Majority Owned or Non-MFHBE
- ☐ Other

Commodity Codes: Search

NAICS: North American Industry Classification System ▼

If you know the commodity code name, enter it here...

Then click Search...

Search

Browse Codes

Or, if you do *not* know your company's commodity code, click here to browse and select from a list of codes

Help & Tools ✖

Return

List of
Commodity
Codes

Search

Return

NAICS: North American Industry Classification System ▼

Code Type	Code	Code Description	Actions
NAICS	11	Agriculture, Forestry, Fishing and Hunting (More)	Add
NAICS	21	Mining, Quarrying, and Oil and Gas Extraction (More)	Add
NAICS	22	Utilities (More)	Add
NAICS	23	Construction (More)	Add
NAICS	31	Manufacturing (More)	Add
NAICS	32	Manufacturing (More)	Add
NAICS	33	Manufacturing (More)	Add
NAICS	42	Wholesale Trade (More)	Add
NAICS	44	Retail Trade (More)	Add
NAICS	45	Retail Trade (More)	Add
NAICS	48	Transportation and Warehousing (More)	Add
NAICS	49	Transportation and Warehousing (More)	Add
NAICS	51	Information (More)	Add
NAICS	52	Finance and Insurance (More)	Add
NAICS	53	Real Estate and Rental and Leasing (More)	Add
NAICS	54	Professional, Scientific, and Technical Services (More)	Add
NAICS	55	Management of Companies and Enterprises (More)	Add
NAICS	56	Administrative and Support and Waste Management and Remediation Services (More)	Add
NAICS	61	Educational Services (More)	Add
NAICS	62	Health Care and Social Assistance (More)	Add
NAICS	71	Arts, Entertainment, and Recreation (More)	Add
NAICS	72	Accommodation and Food Services (More)	Add
NAICS	81	Other Services (except Public Administration) (More)	Add
NAICS	92	Public Administration (More)	Add
NAICS	99	Airport Concessions (More)	Add

If you wish to
obtain more a
detailed coding,
click here

Commodity Codes: Browse

Help & Tools

Search

Return

NAICS: North American Industry Classification System

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Code Type	Code			
NAICS	236	Construction of Buildings (More)	NAICS	236 Construction of Buildings (More)
NAICS	237	Heavy and Civil Engineering Construction (More)		Add
NAICS	238	Specialty Trade Contractors (More)		Add

Click here to get
even more
detailed coding

Commodity Codes: Browse

Help & Tools

Search

Return

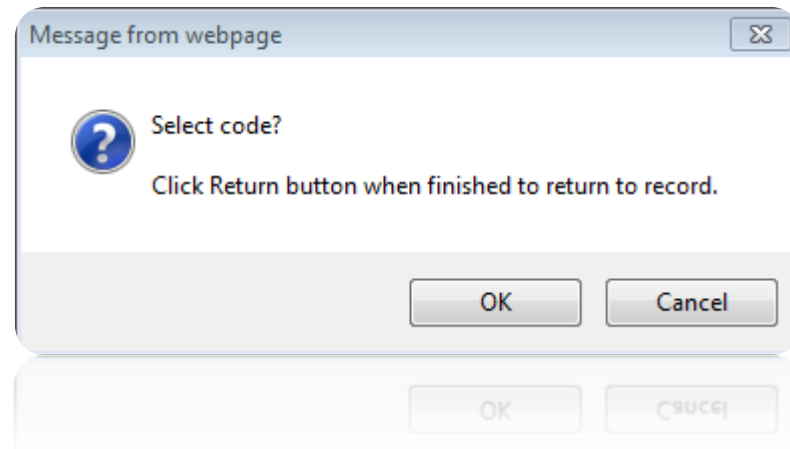
NAICS: North American Industry Classification System

Top > 23 > 236

Code Type	Code	Code Description	Actions
NAICS	2361	Residential Building Construction (More)	Add
NAICS	2362	Nonresidential Building Construction (More)	Add

Once you get to a sufficient level of detail, click **"Add"** To include the code on the online Prequalification Application form

After you click, “Add”, you will see
this **pop-up message**
Simply, click “OK” to return to the online
Prequalification Application Form



Now, you are back on
the "Prequalification"
Form

Note: In order to submit your Prequalification Application with Louisville Metro Government, you must attach in electronic format the supporting documents listed below. Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.

* required entry

Vendor Registration/Prequalification

Name
Description

Louisville Metro Government HRC Vendor Prequalification
Prequalify to do business with Louisville Metro Government

Vendor Information

Your Email *
Company Email *
Tax ID Number *
Company Type *
Commodity Codes *

██████████@louisvilleky.gov
██████████@louisvilleky.gov
117258654 (Federal Tax ID)
Corporation
Add Commodity Codes

The commodity
code you
selected will be
placed, here...

Click the Add Commodity Codes button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.

NAICS 23822 Commercial and Institutional Building Construction (Remove)

Business Profile

Louisville Metro Revenue Commission Tax Account Number *
Company Category *
Workforce Reporting *
Number of Minority Employees *
Number of Female Employees *
Total Number of Employees *
Business Classification *

Not registered with the Revenue Commission? Register at <https://www.metrorevenueservices.org/Registration/> to obtain your Tax Account Number.

147258369

☒ Construction
☐ Service
☐ Supplier
☐ Construction-Management
☐ Manufacturer
☐ Other

☒ Company-wide
☐ Facility
☐ Division
☐ Operation

25
5
100

Please select all that apply to your firm

☐ Not Applicable
☐ Small Business
☒ Local Business
☐ Minority Owned Business
☐ Women Owned Business
☐ Disabled Owned Business
☒ Majority Owned or Non-MFHBE
☐ Other

Here, you can select
multiple answers
that apply to your
company



Not registered with the Revenue Commission? Register at <https://www.metrorevenueservices.org/Registration/> to obtain your Tax Account Number.

Louisville Metro Revenue Commission Tax Account Number *	147258369
Company Category *	<input checked="" type="radio"/> Construction <input type="radio"/> Service <input type="radio"/> Supplier <input type="radio"/> Construction-Management <input type="radio"/> Manufacturer <input type="radio"/> Other
Workforce Reporting *	<input checked="" type="radio"/> Company-wide <input type="radio"/> Facility <input type="radio"/> Division <input type="radio"/> Operation
Number of Minority Employees *	25
Number of Female Employees *	5
Total Number of Employees *	100
Business Classification *	Please select all that apply to your firm <input type="checkbox"/> Not Applicable <input type="checkbox"/> Small Business <input checked="" type="checkbox"/> Local Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Women Owned Business <input type="checkbox"/> Disabled Owned Business <input checked="" type="checkbox"/> Majority Owned or Non-MFHBE <input type="checkbox"/> Other

Be sure to gather this information
prior to starting your
Prequalification Application

Subsidiaries or Affiliates

Subsidiaries or Affiliates *

Please provide us with the names of any subsidiaries and/or affiliates that are covered by this Prequalification Application. Including these organizations means that you must upload a Workforce Analysis breakdown with this application for each Subsidiary/Affiliate company.

If your entity has no subsidiaries and/or affiliates, type "No subsidiaries or affiliates" in the text box.

No subsidiaries or affiliates

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

A vendor is considered Prequalified if one (1) of the following criteria have been met; the recognized criteria and supporting documents are listed below.

Option 1: Your entity is a small business employing ten (10) or fewer employees.

- Documents required to Submit:**
- A list of your entities total number of current employees

Option 2: Your entity has more than ten (10) employees and a current Federally-Approved Affirmative Action Plan (AAP).

- Documents to Submit:**
- Attach a copy of your Federally-Approved AAP
 - Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

PREQUALIFICATION

**Required Supportive
Documents**

The Document List – A list of documents that demonstrate a company's Affirmative Action policy

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

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- A list of your entities total number of current employees

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Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your AAP **For your AAP to be acceptable, it must contain the following requirements:*
 - o Results of Comparing Incumbency to Availability and Action Plan [41 CFR 60-2.15](#), Incumbency v. Estimated Availability Summary
 - o Placement Goals [41 CFR 60-2.16](#)
 - o Action-Oriented Programs [41 CFR 60-2.17, section c](#), Corrective Actions, Identification of Problem Areas

Option 4: Your entity has more than ten (10) employees, and does not have (Option 2) a Federally-Approved AAP, or (Option 3) an acceptable bona fide AAP.

Documents to Submit:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Completed Goals and Timetables Form with Corrective Actions

*** Note:** If after completing the Minority Workforce Analysis and Female/Handicapped Workforce Analysis, you find that you're underutilizing Minority, Female or Handicapped entities, a Corrective Action Plan must be submitted with your application as well.

If your entity has any subsidiaries and/or affiliates that are being included in this application, for each subsidiary and/or affiliate company a Minority Workforce Analysis and Female/Handicapped Workforce Analysis is required to be submitted with your application as well.

If you are not ready to submit this application and need more time to review and prepare the documentation, you can save a draft. Fill in all required fields and click 'Next' at the bottom of the page. On the following page, click Save Draft. You will be able to return later to finish and submit the Prequalification Application.

Instructions for attaching files » [show](#)

Attach	Document	Instructions	Download Form	Status (document attachment status will be displayed on the next page)
Attach	Minority Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	Female/Handicapped Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

The Document list is located at the bottom of the Online Application

Additional Information

Attach File(s)

Attach File

Comments

Prequalification involves a company's Affirmative Action Plan

What is an Affirmative Action Plan?

A set of goal-oriented management policies and procedures to eliminate barriers to employment opportunities for minorities, women and qualified disabled persons that are not based on specific job requirements.

The plan includes a contractor's self-examination of its workforce and employment practices and sets forth action-oriented programs to identify and correct deficiencies in the areas of equal employment opportunity.

DOCUMENTS NEEDED

One (1) of the three Affirmative Action Plan options must be completed and uploaded into the Online **Prequalification** Application Form

1. A federally approved Affirmative Action Plan

or

2. An Affirmative Action Plan created by your company

- Go to

<http://www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf> to view an example of elements needed in an Affirmative Action Plan

or

3. Complete the following HRC-prepared documents located in the online Prequalification Application Form in the '*document list*' section:

- **Minority Workforce Analysis**
- **Female/Handicapped Workforce Analysis**
- **Goals and Timetable /Corrective Action Form (*if needed*)**

The online application, forms location and uploading instructions will be reviewed later in this presentation

If Option #3 is chosen...

Download and complete both of the following HRC-prepared documents located in the online Prequalification Application Form Document List section:

- **Minority Workforce Analysis, and**
- **Female/Handicapped Workforce Analysis**

Make sure you have the information needed to complete these 2 forms
(Calculations are automatically performed within the forms)

PREQUALIFICATION									
SIMPLE FORM - INITIAL <u>MINORITY</u> WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)									
Company Name:					Do you have a federally-approved affirmative action plan? <input type="checkbox"/>				
EEO CODE	EEO JOB CATEGORY	COMPANY TOTAL EMPLOYEES (all locations)	COMPANY BLACK EMPLOYEES	COMPANY HISPANIC EMPLOYEES	COMPANY OTHER MINORITY EMPLOYEES	ALL MINORITIES PERCENTAGE	WORKFORCE AVAILABILITY (CENSUS)	UNDER UTILIZATION YES OR NO	CURRENT VACANCIES
01	Officials and Managers					0.00%	8.8%	YES	
02	Professionals					0.00%	12.6%	YES	
03	Technicians					0.00%	16.4%	YES	
04	Sales Workers					0.00%	11.9%	YES	
05	Administrative Support					0.00%	15.4%	YES	
06	Craft Workers (Skilled)					0.00%	COMPLETE CHART BELOW		
07	Operatives (Semi-skilled)					0.00%	19.9%	YES	
08	Laborers & Helpers (Unskilled)					0.00%	20.0%	YES	
09	Service Workers					0.00%	24.1%	YES	
Total		0	0	0	0				0

If your workforce lives outside the Louisville MSA, you may use this form or submit your own analysis based on your MSA.

SKILLED CRAFT WORK HOURS (ALL PROJECTS)		(June, July & August 2013)		Construction Company: <input type="checkbox"/>					
TRADE	CLASS	# of Employees	TOTAL WORK HOURS	BLACK WORK HOURS	HISPANIC WORK HOURS	ALL MINORITY WORK HOURS (Including "Other Minorities")	MINORITY PERCENTAGE	LOUISVILLE METRO GOAL	UNDER UTILIZATION YES OR NO
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
GRAND TOTAL		0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES

Signature of Company Official: _____ Title: _____ Date: _____

PREQUALIFICATION							
SIMPLE FORM - INITIAL <u>FEMALE/HANDICAPPED</u> WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA*)							
Company Name:				Do you have a federally-approved affirmative action plan? <input type="checkbox"/>			
EEO CODE		COMPANY TOTAL EMPLOYEES (all locations)	COMPANY FEMALE EMPLOYEES	FEMALE EMPLOYEE PERCENTAGE	WORKFORCE AVAILABILITY (CENSUS)	UNDER UTILIZATION YES OR NO	CURRENT VACANCIES
01	Officials and Managers			0%	40.8%	YES	
02	Professionals			0%	56.0%	YES	
03	Technicians			0%	61.8%	YES	
04	Sales Workers			0%	50.4%	YES	
05	Administrative Support			0%	77.4%	YES	
06	Craft Workers (Skilled)			0%	COMPLETE CHART BELOW		
07	Operatives (Semi-skilled)			0%	26.60%	YES	
08	Laborers & Helpers (Unskilled)			0%	18.60%	YES	
09	Service Workers			0%	60.90%	YES	
Total		0	0				0

If your workforce lives outside the Louisville MSA, you may use this form or submit your own analysis based on your MSA.

SKILLED CRAFT WORK HOURS (ALL PROJECTS)		(June, July & August 2013)		Construction Company: <input type="checkbox"/>			
TRADE		# of Employees	TOTAL COMPANY WORK HOURS	FEMALE WORK HOURS	FEMALE PERCENTAGE	LOUISVILLE METRO GOAL	UNDER UTILIZATION YES OR NO
	JOURNEY						
	APPRENTICE						
	TRAINEE						
	TOTAL	0.00	0.00	0.00	0%	6.9%	YES
	JOURNEY						
	APPRENTICE						
	TRAINEE						
	TOTAL	0.00	0.00	0.00	0%	6.9%	YES
	JOURNEY						
	APPRENTICE						
	TRAINEE						
	TOTAL	0.00	0.00	0.00	0%	6.9%	YES
GRAND TOTAL		0.00	0.00	0.00	0%	6.9%	YES

Signature of Company Official: _____ Title: _____ Date: _____

If your company is Under Utilizing any job category (or trade) on the Workforce Analysis forms, complete the...

Goals and Timetables/Corrective Action Form

H20		fx									
	A	B	C	D	E	F	G	H	I	J	K
1	SIMPLE FORM - GOALS & TIMETABLES										
2	Company Name:										
3	Effective Date:										
4											
5											
6	EEO CODE		Female Under Utilization	Minority Under Utilization	Female Goal	Minority Goal	Corrective Actions (Check all that apply)				
7	01	Officials and Managers	<input type="checkbox"/>	<input type="checkbox"/>	40.80%	8.80%	<input type="checkbox"/> Job advertisements will be posted on the agency's website and at prominent locations at the agency's facilities. Management and professional recruitment sources will be notified in writing, of our interest in attracting qualified women and minorities to apply for job openings. <input type="checkbox"/> We will expand our recruitment program to colleges and universities with a significant percentage of female and minority students. <input type="checkbox"/> We will place help wanted advertisement, when appropriate, in local minority and/or female news media. <input type="checkbox"/> We will disseminate information on job opportunities to organizations representing minorities and women and employment development agencies when job opportunities occur. <input type="checkbox"/> We encourage all employees to refer qualified applicants. <input type="checkbox"/> We will contact the local vocational schools and/or training centers to inform them of our interest in attracting qualified minority and female applicants. <input type="checkbox"/> We will disseminate information on job opportunities to organizations via diversity websites.				
8	02	Professionals	<input type="checkbox"/>	<input type="checkbox"/>	56.00%	12.60%					
9	03	Technicians	<input type="checkbox"/>	<input type="checkbox"/>	61.80%	16.40%					
10	04	Sales Workers	<input type="checkbox"/>	<input type="checkbox"/>	50.40%	11.90%					
11	05	Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>	77.40%	15.40%					
12	06	Craft Workers (Skilled)	<input type="checkbox"/>	<input type="checkbox"/>	6.90%	11.20%					
13	07	Operatives (Semi-skilled)	<input type="checkbox"/>	<input type="checkbox"/>	26.60%	19.90%					
14	08	Laborers & Helpers (Unskilled)	<input type="checkbox"/>	<input type="checkbox"/>	18.60%	20.00%					
15	09	Service Workers	<input type="checkbox"/>	<input type="checkbox"/>	60.90%	24.10%					
16							Other actions:				
17											
18											
19	Signature of Company Official:						Title:				
20							Date				
21											

How will I know if my workforce is
deficient?



Workforce Analysis Form

Calculations will automatically perform when you enter your data

All fields highlighted in yellow were entered by the vendor

If the form calculates "Yes" in these columns...

Those areas are Under Utilized

Note: Disregard the "Yes" in this column...

If a vendor had no data to enter

PREQUALIFICATION									
SIMPLE FORM - INITIAL MINORITY WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)									
Company Name: <u>Kydjor, Inc.</u>				Do you have a federally-approved affirmative action plan? <input type="checkbox"/>					
TRADE CATEGORY	COMPANY TOTAL EMPLOYEES (all locations)	COMPANY BLACK EMPLOYEES	COMPANY HISPANIC EMPLOYEES	COMPANY OTHER MINORITY EMPLOYEES	ALL MINORITIES PERCENTAGE	WORKFORCE AVAILABILITY (CENSUS)	UNDER UTILIZATION YES OR NO	CURRENT VACANCIES	
01 Professionals	4	1			25.00%	8.8%	NO		
02 Technicians	6	0	1		16.67%	12.6%	NO		
03 Sales Workers	3				0.00%	16.4%	YES		
04 Administrative Support	2		1		50.00%	11.9%	NO		
05 Craft Workers (Skilled)	1				0.00%	15.4%	YES		
06 Operatives (Semi-skilled)	2	1			50.00%	COMPLETE CHART BELOW			
07 Laborers & Helpers (Unskilled)	10		1	1	20.00%	19.9%	NO		
08 Service Workers	20	3	3		30.00%	20.0%	NO		
09	0				0.00%	24.1%	YES		
Total	48	5	6	1				0	
If your workforce lives outside the Louisville MSA, you may use this form or submit your own analysis based on your MSA.									
SKILLED CRAFT WORK HOURS (ALL PROJECTS)				(June, July & August 2013)		Construction Company: <u>JK</u>			
TRADE	CLASS	# of Employees	TOTAL WORK HOURS	BLACK WORK HOURS	HISPANIC WORK HOURS	ALL MINORITY WORK HOURS (Including "Other Minorities")	MINORITY PERCENTAGE	LOUISVILLE METRO GOAL	UNDER UTILIZATION YES OR NO
[Provide Trade Name Here]	JOURNEY	1	120.00						
	APPRENTICE								
	TRAINEE	1		20.00		20.00			
	TOTAL	2	120.00	20.00	0.00	20.00	16.67%	11.2%	NO
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
GRAND TOTAL		2.00	120.00	20.00	0.00	20.00			
Signature of Company Official: <u>Pamela Horne</u>		Title: <u>Owner</u>		Date: <u>9/11/2013</u>					

If a job category (or trade) is
Under Utilized, a
**Goals &
Timetables/Corrective
Action Form**
must be completed...

SIMPLE FORM - GOALS & TIMETABLES						
Company Name: _____						
Effective Date: _____						
EO CODE		Female Under Utilization	Minority Under Utilization	Female Goal	Minority Goal	Corrective Actions (Check all the apply)
01	Officials and Managers	<input type="checkbox"/>	<input type="checkbox"/>	40.80%	8.80%	<input checked="" type="checkbox"/> Job advertisements will be posted on the agency's website and at prominent locations at the agency's facilities.
02	Professionals	<input type="checkbox"/>	<input type="checkbox"/>	56.00%	12.60%	<input checked="" type="checkbox"/> Management and professional recruitment sources will be notified in writing, of our interest in attracting qualified women and minorities to apply for job openings.
03	Technicians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	61.80%	16.40%	<input type="checkbox"/> We will expand our recruitment program to colleges and universities with a significant percentage of female and minority students.
04	Sales Workers	<input type="checkbox"/>	<input type="checkbox"/>	50.40%	11.90%	<input type="checkbox"/> We will place help wanted advertisement, when appropriate, in local minority and/or female news media.
05	Administrative Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	77.40%	15.40%	<input type="checkbox"/> We will disseminate information on job opportunities to organizations representing minorities and women and employment development agencies when job opportunities occur.
06	Craft Workers (Skilled)	<input type="checkbox"/>	<input type="checkbox"/>	6.90%	11.20%	<input type="checkbox"/> We encourage all employees to refer qualified applicants. We will contact the local vocational schools and/or training centers to inform them of our interest in attracting qualified minority and female applicants.
07	Operatives (Semi-skilled)	<input type="checkbox"/>	<input type="checkbox"/>	26.60%	19.90%	<input checked="" type="checkbox"/> We will disseminate information on job opportunities to organizations via diversity websites.
08	Laborers & Helpers (Unskilled)	<input type="checkbox"/>	<input type="checkbox"/>	18.60%	20.00%	
09	Service Workers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	60.90%	24.10%	Other actions: _____
Signature of Company Official: <i>Pamela Horne</i>		Title: <i>Owner</i>		Date: <i>9/11/2013</i>		

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

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- A list of your entities total number of current employees

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Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your AAP **For your AAP to be acceptable, it must contain the following requirements:*
 - Results of Comparing Incumbency to Availability and Action Plan [41 CFR 60-2.15](#), Incumbency v. Estimated Availability Summary
 - Placement Goals [41 CFR 60-2.16](#)
 - Action-Oriented Programs [41 CFR 60-2.17, section c](#), Corrective Actions, Identification of Problem Areas

Option 4: Your entity has more than ten (10) employees, and does not have (Option 2) a Federally-Approved AAP, or (Option 3) an acceptable bona fide AAP.

Documents to Submit:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Completed Goals and Timetables Form with Corrective Actions

*** Note:** If after completing the Minority Workforce Analysis and Female/Handicapped Workforce Analysis, you find that you're underutilizing Minority, Female or Handicapped entities, a Corrective Action Plan must be submitted with your application.

If your entity has any subsidiaries and/or affiliates that are being included in this application, for each subsidiary and/or affiliate company a Minority Workforce Analysis and Female/Handicapped Workforce Analysis is required to be submitted with your application.

If you are not ready to submit this application and need more time to review and prepare the documentation, you can save a draft. Fill in all required fields and click "Next" at the bottom of the page. On the following page, click Save Draft. You will be able to return later to finish and submit the Prequalification Application.

Instructions for attaching files » [show](#)

Attach	Document	Instructions	Download Form	Status (document attachment status will be displayed on the next page)
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Attach	Female / Handicapped Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

Make sure to read the instructions provided

If needed, download HRC-Prepared Workforce Analysis forms to your computer by clicking here...

Additional Information

Attach File(s)

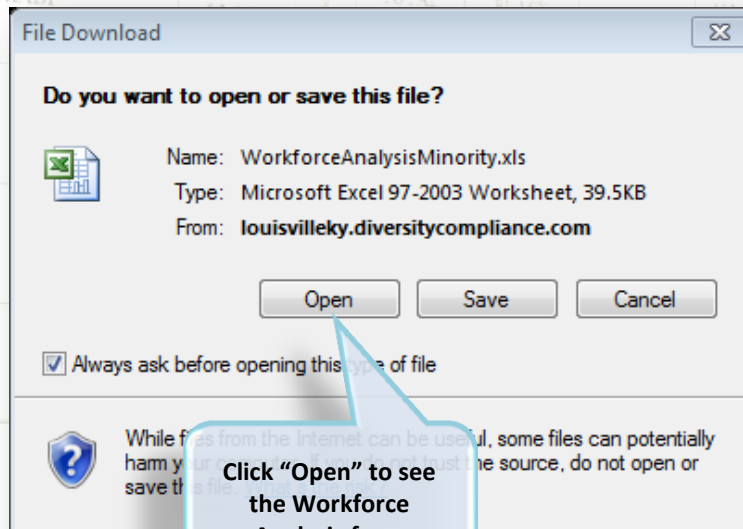
Comments

Attach File

Attach completed forms by clicking on either of these two links

Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

When the **"Download"** link is clicked, this message may pop-up



It is suggested that you **"Save"** your form to your computer after completing it...

Before

Uploading the form into the Online Prequalification Application

MINORITY WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)
(Do you have a federally approved affirmative action plan?)

TRADE	CLASS	TOTAL	WHITE	BLACK	ASIAN	HISPANIC	OTHER	PERCENTAGE	UNDER UTILIZATION	CURRENT VACANCIES
	JOURNEY							0.00%		
	APPRENTICE							0.00%		
	TRAINEE							0.00%		
	TOTAL							0.00%		
	JOURNEY							0.00%		
	APPRENTICE							0.00%		
	TRAINEE							0.00%		
	TOTAL							0.00%		
	JOURNEY							0.00%		
	APPRENTICE							0.00%		
	TRAINEE							0.00%		
	TOTAL							0.00%		
	JOURNEY							0.00%		
	APPRENTICE							0.00%		
	TRAINEE							0.00%		
	TOTAL							0.00%		
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You may upload
your *saved* forms
by clicking
"Attach"

Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

Additional Information

Attach File(s)	<input type="button" value="Attach File"/>
Comments	<div></div>

My signature verifies that I have read the above and the business classification(s) I have selected are true and correct and that I will advise immediately if our classification(s) should change.

Signature

Signature * (type your full, legal name)	<input type="text" value="Pamela Horne"/>
Your Title *	<input type="text" value="HRC Education Coordinator"/>
Your Organization *	<input type="text" value="Kydjor, Inc."/>
Today's Date *	<input type="text" value="9/11/2013"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)

Because you have already saved your document to your computer,

Just click "Browse" to upload your document here

Attaching a Document

The saved document (location) will appear here

Enter a document title and file description here... (This is optional)

Then, click "Attach"

After attaching your file you can then:

- (1) Attach another file
- (2) Return to List
- (3) Close Window

Attach Files CLOSE WINDOW X HELP

File Attachments ?
No files attached.
Refresh Table

Attach Files ?
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissible size is 10.0 MB (megabytes)

Select File * Browse...

File Title

File Description

Spell Check Attach File

Customer Support
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Internet | Protected Mode: Off

Attach Files CLOSE WINDOW X HELP

File Attachments ?
No files attached.
Refresh Table

Attach Files ?
Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissible size is 10.0 MB (megabytes)

Select File * G:\Shared\CONTRACT COMPLIANCE\ Browse...

File Title Minority Workforce Analysis

File Description

Spell Check Attach File

Customer Support
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File Uploaded CLOSE WINDOW X HELP

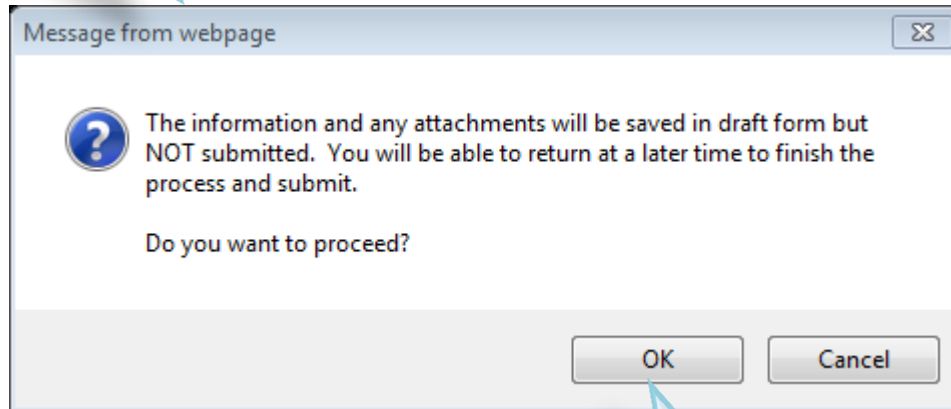
File Details
The following file was successfully uploaded. Click Return to List to upload more files or manage the uploaded files.

File Title	Minority Workforce Analysis
Filename	Copy_of_WorkforceAnalysisMinority.xls
File Size	N/A
File Description	N/A

Attach Another File Return to List Close Window

Customer Support
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Once you have attached your form(s), you will see this message...



Click "OK" to continue

This simply means that your Online Prequalification Application is not considered "Submitted" until you have completed the entire application

Vendor information Edit

Your Email	[REDACTED]@louisvilleky.gov
Company Email	[REDACTED]@louisvilleky.gov
Tax ID Number	117258654
Company Type	Corporation
Commodity Codes	NAICS 23622 Commercial and Institutional Building Construction (More)

Business Profile Edit

Louisville Metro Revenue Commission Tax Account Number	147258369
Company Category	Construction
Workforce Reporting	Company-wide
Number of Minority Employees	25
Number of Female Employees	5
Total Number of Employees	100
Business Classification	Local Business
	Majority Owned or Non-MFHE

Subsidiaries or Affiliates Edit

Subsidiaries or Affiliates	No subsidiaries or affiliates
----------------------------	-------------------------------

Document List Edit

Document	Status
Minority Workforce Analysis	
Copy of Workforce Analysis Minority(1).xls (XLS, 46.00 KB)	Attached by [REDACTED] on 9/11/2013
Minority Workforce Analysis (XLS, 46.00 KB)	
Female/Handicapped Workforce Analysis	
Corrective Action Form (XLS, 46.00 KB)	Attached by [REDACTED] on 9/11/2013
Women/Handicapped Workforce Analysis (XLS, 46.00 KB)	
A list of your company's total number of current employees	Not Attached
Completed Goals and Timetables Form	Not Attached
Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Not Attached
Placement Goals (41 CFR 60-2.16)	Not Attached
Action-Oriented Programs (41 CFR 60-2.17, section c)	Not Attached
Connective Action Form	Not Attached
Self-Appointed Affirmative Action Plan	Not Attached
Letter of the federal government's letter approving your Affirmative Action Plan.	Not Attached

Personal Information Edit

Signature Edit

Signature	Pamela Horne
Title	Education Coordinator
Organization	Kydjor, Inc.
Signature Date	9/11/2013

☒ I am submitting this form with information that I understand to be correct and accurate.

[Edit](#) [Save & Submit](#) [Save Draft](#) [Cancel](#)

You will be shown what documents have been attached, and by whom...

Make sure you complete the Signature Section

To submit your completed application, click here

You have now
completed your online
Prequalification
Application

Vendor Registration/Prequalification: Submitted

Business Name: Kydjior, Inc.

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)

[Certifications](#) | [Workforce Composition/EEO](#) | [Registrations/Prequalifications](#)

Your Prequalification Application has been submitted to Louisville Metro Government for review. You should receive an email confirmation of your submission within minutes and a further notice once the review is complete.

You may be contacted for more information and/or references, if needed.

Prequalification does not imply that a firm meets the qualifications for Certification as an MFBE with Louisville Metro Government. Vendors must apply separately for MFBE certification.

[View Vendor Registration/Prequalification](#)

[View Vendor Registration/Prequalification List](#)

[Submit Another Vendor Registration/Prequalification](#)

How can we improve this system?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your data. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

Training Classes

Learn how to use the system more efficiently by taking one of our online training classes. Select Training Classes from the Help & Support menu.

If you ever need support, please click the Customer Support link at the bottom of every page.

**You will receive this
email notification,
once you have completed your
Online Prequalification Application**

-----Original Message-----

From: notice@diversitycompliance.com [mailto:notice@diversitycompliance.com] On Behalf Of Louisville Metro Government HRC

Sent: Thursday, September 11, 2013 11:05 AM

To: Dorsey, Stella L

Subject: Louisville Metro Government HRC Vendor Prequalification Submitted

Dear Stella:

Thank you for completing and submitting your Louisville Metro Government HRC Vendor Prequalification. We appreciate the opportunity to conduct business with a variety of vendors.

Form Name: Louisville Metro Government HRC Vendor Prequalification

Business: Kydjor, Inc.

Contact: Stella Dorsey

Submission Date: September 11, 2013

Upon review and approval of the information, you will receive a confirmation notice.

**A Compliance Officer will Review
your application**

**The Compliance Officer may
contact you if more information is
needed**

If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission

410 West Chestnut Street

Suite 300A

Louisville, Kentucky 40202

Phone: 502-574-3631

Fax: 502-574-3577

hrc@louisvilleky.gov

<https://louisvilleky.diversitycompliance.com>

**Once a Compliance Officer
approves your application, you will
receive this email notice**

-----Original Message-----

From: notice@diversitycompliance.com [mailto:notice@diversitycompliance.com] On Behalf Of Louisville Metro Government HRC

Sent: Wednesday, September 11, 2013 11:33 AM

To: [REDACTED]

Subject: Louisville Metro Government HRC Vendor Prequalification Approved

Dear [REDACTED]

Congratulations! Your Louisville Metro Government HRC Vendor Prequalification has been approved. Louisville Metro Government appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Form Name: Louisville Metro Government HRC Vendor Prequalification

Business: Kydjor, Inc.

Contact: [REDACTED]

Submission Date: September 11, 2013

Review Date: September 11, 2013

Expiration Date: September 11, 2014

**Your Prequalification
status will be in effect for
1 year**

Your approved Louisville Metro Government HRC Vendor Prequalification will expire on September 11, 2014. A current application is required to successfully match your business qualifications to opportunities. Once approved, your application cannot be changed; if there are any material changes to your business, please submit a new record.

View your approved Application: <https://LouisvilleKY.diversitycompliance.com/?GO=1153>

Thank you for your continued interest in Louisville Metro Government. If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission

410 West Chestnut Street

Suite 300A

Louisville, Kentucky 40202

Phone: 502-574-3631

Fax: 502-574-3577

**Once you have completed your
Online Prequalification Process...**

A Dashboard will be created for your company

The screenshot shows the LouisvilleKy.gov dashboard. On the left is a navigation menu with links: Home, View », Search », Message », Settings », Help & Support », Logoff, Show All, and Hide All. Below the menu, it says 'Logged on as: Kydjjor, Inc.'. The main content area has a yellow header 'Dashboard' with a dropdown 'Displaying records assigned to your company'. Below this is a table with two sections: 'Certification Applications' and 'Certifications'. The 'Certification Applications' table has columns for Status, Pending Submission, Pending Receipt, and Pending Processing, with all values being 0. The 'Certifications' table has columns for Status, Active, Pending, and Expiring, with all values being 0. To the right of the table is a blue callout box with the text: 'Through the dashboard, you can perform a number of activities'. Further right are three white boxes: 'Alerts' (with a circled title and text 'No Activated Alerts. View Pending Alerts.'), 'System News' (with a circled title, a red arrow pointing right, and a list of bullet points about training classes, with a circled link 'View events & RSVP today'), and 'Configure' (with a circled title and a list of links including 'Take a Training Class' which is circled). At the bottom left is a circled 'Customer Support' link. At the bottom right are links: Home | Help | Print This Page | Print To PDF. The footer text is 'Copyright © 2013 B2Gnow. All rights reserved.'

Dashboard Displaying records assigned to **your company**

Certification Applications			
Status	Pending Submission	Pending Receipt	Pending Processing
	0	0	0

Certifications			
Status	Active	Pending	Expiring
	0	0	0

Alerts
No Activated Alerts. [View Pending Alerts.](#)

System News
Training Classes & Events
Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Classes are available for vendors

[» View events & RSVP today](#)

Configure
[Change Your Password](#)
[Edit Your User Settings](#)
[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEQ/Workforce Comp.](#)

[Take a Training Class](#)

[Customer Support](#)

Home | [Help](#) | [Print This Page](#) | [Print To PDF](#)
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**You may search for your company
in the database
at any time**

and here's how...

Click "Search",
here...

LouisvilleKy.gov

HomeView »Search »Message »Settings »Help & Support »LogoffShow AllHide All

Logged on as:
Kydjor, Inc.

LouisvilleKy.gov

HomeView »Search »Message »Settings »Help & Support »LogoffShow AllHide All

Logged on as:
Kydjor, Inc.

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business.

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- Classes are available for vendors

>> [View events & RSVP today](#)

Configure

[Change Your Password](#)
[Edit Your User Settings](#)
[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEQ/Workforce Comp.](#)

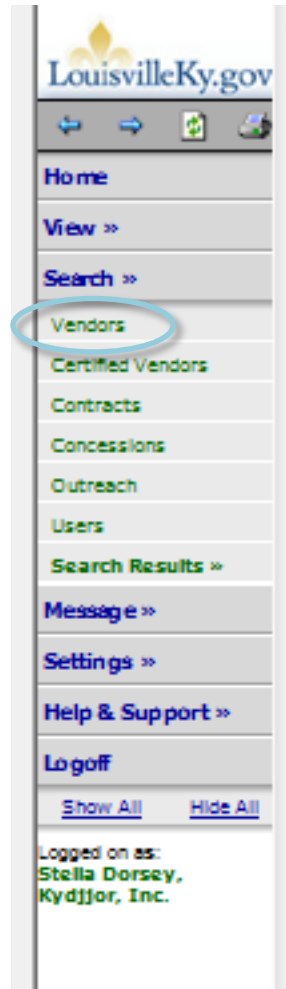
[Submit Vendor Registration/Prequalification](#)
[Take a Training Class](#)

Customer Support

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Home | [Help](#) | [Print This Page](#) | [Print To PDF](#)

Then click
"Vendors"



To search, you may enter your
"Business Name"
or
any other Search Parameters

Then click either of these
"Search"
criteria

[Home](#)[View »](#)[Search »](#)[Vendors](#)[Certified Vendors](#)[Contracts](#)[Concessions](#)[Outreach](#)[Users](#)[Search Results »](#)[Message »](#)[Settings »](#)[Help & Support »](#)[Logoff](#)[Show All](#) [Hide All](#)

Logged on as:
Stella Dorsey,
Kydjor, Inc.

Search: Vendors

[Users](#) | [Vendors](#) | [Contracts](#) | [Concessions](#) | [Outreach](#)

Search for vendors using their names, locations, classifications, ratings, and other criteria. Enter information into any of the boxes below and click Search. Some parameters are required.

[Search First 20 Matches](#)[Search All Matches](#)[Clear Form](#)

Search Parameters

Business Name/DBA	<input type="text" value="Kydjor, Inc."/>	
Contact Person	First: <input type="text"/>	Last: <input type="text"/>
City	<input type="text"/>	
State/Province	U.S. States/Provinces <input type="text"/>	Canadian Provinces <input type="text"/>
Zip Code/Postal Code	U.S. Zip Code <input type="text"/>	Canadian Postal Code <input type="text"/>
Phone Area Code	<input type="text"/>	
Commodity Code	<input type="text"/>	
Business Description	<input type="text"/>	

Certification Parameters

Certifications	Louisville-Jefferson County Metro Government
Select all	<input type="checkbox"/> Disabled Business Enterprise (DBE)
Unselect all	<input type="checkbox"/> Female Business Enterprise (FBE)
	<input type="checkbox"/> HUD Section 3 (Section 3)
	<input type="checkbox"/> Minority Business Enterprise (MBE)



Advanced Search Parameters

Ethnicity	<input type="text" value="All"/>
Gender	<input type="text" value="All"/>
DUNS Number	<input type="text"/>
System Vendor Number	<input type="text"/>

[Search First 20 Matches](#)[Search All Matches](#)[Clear Form](#)

...which will bring you
to this page

Convert Select

Favorites Human Relations - Contract Compliance and Cer...

Search: Vendors

Users Vendors Contracts Concessions Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

Business Name	Phone Number	Location	Actions
Kydjor, Inc.	502-555-5555	Louisville, KY	20229994 QuickView Cancel

1 - 1 of 1 record displayed: Page 1

Search Again

Message -- Select a vendor contact type -- Contacts Go

LouisvilleKy.gov

Home

View »

Search »

Vendors

Certified Vendors

Contracts

Concessions

Outreach

Users

Search Results »

Message »

Settings »

Help & Support »

Logoff

Show All Hide All

Logged on as:
Stella Dorsey,
Kydjor, Inc.

Click here to see
account
information

Here is a summary of
your account
information

Click here to edit your
"Vendor Profile"
From the "Create Account"
page

This information is not
actionable in Louisville
Metro's CCCS

Vendor Profile - Kydjjor, Inc.

CLOSE WINDOW

HELP

This is how your public Vendor Profile will appear to other users.
To edit your information click on the link below.



[Edit Your Vendor Profile](#)

[Contact Information](#) | [Vendor Information](#) | [Vendor Options](#)

Vendor Contact Information

Kydjjor, Inc.

123 Welcome Blvd.

Louisville, KY 40202

stella.dorsey@louisvilleky.gov

Order Information

Phone	502-555-5555
Fax	502-556-5556
Email	stella.dorsey@louisvilleky.gov
Hours	M-F: - Sat: - Sun: -
Additional Info	N/A

Customer Information

Phone	502-555-5555
Fax	502-556-5556
Email	stella.dorsey@louisvilleky.gov
Hours	M-F: - Sat: - Sun: -
Additional Info	N/A

Vendor Information

System Vendor Number 20229594

B2Gnow Vendor Since 9/11/2013

Business Ownership N/A

Annual Revenues

Number of Employees 0

DUNS Number

Licenses

Certifications

Organization Memberships

Vendor Options

Payment Methods

- ☐ American Express
- ☐ Diners Club
- ☐ Discover
- ☐ Master Card
- ☐ Visa
- ☐ Carte Blanche
- ☐ CyberCash
- ☐ First Virtual
- ☐ JCB
- ☐ Check
- ☐ Money Order/Cashier's Check
- ☐ COD
- ☐ Purchase Orders
- ☐ Other

Additional Info: N/A

Return Policies

- ☐ Restock Fee
 - ☐ Merchant Pays Return Shipping
 - ☐ 100% Satisfaction Guarantee
 - ☐ RMA Required
- Description: N/A

Delivery Methods

- ☐ Immediate (Software Download)
- ☐ Priority Next Day Air
- ☐ Standard Next Day Air
- ☐ First Class Air (2-3 days)
- ☐ Standard Ground
- ☐ International Express Air
- ☐ International Regular Air
- ☐ APO's/FPO's

Shipping Cost & Additional Info: N/A

Special Features

- ☐ Secure Ordering/Payment System
 - ☐ On-line Ordering Shopping Cart System
 - ☐ On-line Order Tracking System
 - ☐ Product Search Engine
 - ☐ Live Customer Representative
 - ☐ Customer Representative available 24 hrs a day
 - ☐ International Shipping Available
 - ☐ Gift Wrapping Available
 - ☐ Multi-lingual WWW site
- Other: N/A